

RECOMMENDATION FOR ADMINISTRATOR'S AWARD FOR EXCELLENCE IN EQUAL EMPLOYMENT OPPORTUNITY (EEO)



U.S. Department of
Transportation

Federal Aviation
Administration

*Instructions: Submit nominations (original plus eight copies) for performance during fiscal year 2005 (October 1, 2004 through September 30, 2005) to the Office of Civil Rights (ACR), by COB **December 15, 2005**. No attachments, extension or reduced type smaller than Aerial 8 will be accepted.*

1. NAME OF EMPLOYEE (SSN and Routing Symbol):	5. DIVISION (Include routing Symbol):
2. POSITION (Title and Grade):	6. Location:
3. LENGTH OF TIME WITH FAA:	7. Administrator's Award for (Check appropriate box): <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor </div>
4. Complete Facility Address:	8. Proposed Citation (15 words to describe why employee is nominated as it would appear on the Plaque):
9. TYPE OF AWARD RECOMMENDATION (Select only one category. A separate form must be filled out each category checked):	
<input type="checkbox"/> <u>Equal Employment Opportunity</u> This award recognizes demonstrated exemplary accomplishments in providing equal employment opportunities for non-supervisory employees (Employees, Teams, Groups or Associations of Employees). Some examples are efforts to eradicate discrimination, harassment, and other barriers to fair and equitable treatment in the workplace. Efforts to heighten awareness of EEO by modeling behavior that reflects zero tolerance of discriminatory practices, and approaches that contribute to the prevention or early resolution of employment issues are also noteworthy examples. The recipient of this award demonstrates perseverance in advancing the principles of EEO.	<input type="checkbox"/> <u>EEO SUPERVISOR/MANAGER OF THE YEAR AWARD</u> This award recognizes exemplary achievement in equal employment opportunity (EEO). Such achievements include actions that demonstrate awareness and commitment to EEO that encourages and recognizes the contributions of all employees and that creates a healthier and more productive organization. The recipient of this award (Executives, managers, supervisors, and team leaders) provides leadership and demonstrates respect for subordinates, peers, and superiors while building collaborative and harmonious relationships to enhance individual and organizational productivity. This individual identifies and eliminates, with the appropriate coordination and approval of his/her chain of command, conditions that are barriers to EEO and provides guidance and direction to nurture employee development.
<input type="checkbox"/> <u>CIVIL RIGHTS EMPLOYEE OF THE YEAR AWARD</u> This award recognizes consistently exemplary efforts and leadership by a civil rights employee (all Civil Rights Officers, EEO Specialists, and Special Emphasis Program Managers) to eradicate discrimination in the workplace. These efforts heighten awareness of EEO by modeling behaviors that reflects zero tolerance of discriminatory practices. Additionally, these efforts include visionary and proactive approaches, approved by the Assistant Administrator of Civil Rights, that contribute to the prevention or early resolution of issues. The recipient of this award demonstrates outstanding leadership and perseverance in advancing the principles of EEO.	

RECOMMENDING OFFICIAL							
10.		Civil Rights Officer		Field Division Manager or Regional Administrator		Associate/Assistant Administrator	
(1) Signature _____		(2) Signature _____		(3) Signature _____			
Title _____		Title _____		Title _____			
Date _____		Date _____		Date _____			
11. LIST OF SPECIAL AWARDS AND HONORS:							
12. NOMINATION SUMMARY (Use space provided only; additional pages or font smaller than Aerial 8 will not be accepted)							